

AE Evaluation Guidelines

11/21/02

REMINDER.....

There are a few simple tasks that all CI4 reviewers should be doing following 100% Reviews and the Final Reviews. Unfortunately, CI4A5 spends considerable time requesting this effort for almost every AE project that we sign out of CI4.

Following the 100% Review:

Input your initials

Input the AE firm's name

Use pulldown for "Review Type" and select "100%"

Provide scores for the appropriate categories

Provide explanation within "Branch Notes" for any individual category receiving a score less than "3"

Following the Final Review:

Verify that your initials have been provided (@ 100%)

Verify that the AE firm's name has been provided (@ 100%)

Use pulldown for "Review Type" and select "Final"

Make any revisions you believe are justified for individual categories

Provide explanation within "Branch Notes" for any individual category receiving a score less than "3" ...

NOTE: *Please be careful with the spelling of the AE firm's name. Please be careful with spelling and sentence structure within "Branch Notes."*

ALSO.....

Reviewers should be "scoring" the evaluation categories per the following guidelines (as posted on CI4's Intranet, DeSignLine, under "Policy/Process").

Category

Suitability of Design

Plans Clear and Detailed Sufficiently

Cooperation and Responsiveness

Plans/Specs Accurate and Coordinated
CI48, CI49

Management and Adherence to Schedule

QC Procedures and Execution

Site Investigation

(renovation & additions)

Meeting Cost Limitations

Environmentally Suitable

CI48, CI49

Primary Score Responsibility

CI41, CI42, CI43, CI44, CI45, CI48, CI49

CI41, CI42, CI43, CI44, CI45, CI48, CI49

CI41, CI42, CI43, CI44, CI45, CI48, CI49, PM*

CI41, CI42, CI43, CI44, CI45, CI46*,

PM

CI4A5

CI45, CI49 (new construction)

CI41, CI42, CI43, CI44, CI45, CI48, CI49

AIC/EIC or CI47 or PM

CI41, CI42, CI43, CI44, CI45, CI46*,

If you realize you do not have primary scoring responsibility but feel you have information or insight that might sway the opinion of someone who does, please share that information with the other party. For example, if a reviewer in CI44 recognizes a problem with specific specification sections, it's important that the information be shared with CI46 and allow them to score the "*Quality of Specification*" category. CI46 will properly evaluate the entire specification and weigh the CI44 information accordingly. Otherwise, a separate CI44 score for this category will be multiplied by the electrical sheet count and outweigh any score by CI46.

It's the responsibility of the AIC/EIC to remind team members to complete this process (*should they continue to need a reminder*). All current and potential AIC/EIC's should keep these instructions handy for forwarding to review team members that continue to forget.

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